

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
To Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. **115**

PAGE NO. **1**

1. Requesting Agency

2. Division or Bureau of Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

WATER & SEWER PLAN SECTION

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. CORRESPONDENCE - MISCELLANEOUS

This file consists of correspondence (mostly 8 1/2" X 11") with consulting work for the Commission, statistical reports, notification of pavement work, correspondence with Park Planning Commission, etc. The material occupies 1 1/2 cubic feet in the office area for the years 1947 to date. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN FOR FIVE (5) YEARS AND THEN DESTROY.

*Approved Hall of
Records Commission*

2. COMPUTATION FILE

This unnumbered form (mostly 8 1/2" X 11") is used, in this office, to make up the water & sewer plans. The material is filed numerically for the years 1919 to date and occupies 1 1/2 cubic feet in the office area. The file is retained in this office for reference. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN PERMANENTLY.

*Approved Hall of
Records Commission*

3. PRELIMINARY REVIEW PRINTS

These prints (23" X 32") are preliminary tracings or layouts of the water and sewer plan submitted by outside engineers. This office makes the necessary changes. The material is filed numerically and occupies 2 1/2 cubic feet in the office area.

RECOMMENDATION: RETAIN UNTIL FINAL PLANS ARE APPROVED BY THE COMMISSION AND FOR THREE (3) YEARS THEREAFTER; THEN DESTROY.

*Approved Hall of
Records Commission*

7. Agency, Division or Bureau Representative

Paul R. Willis
Signature

Supervisor - Record Survey
Title

December 3, 1954
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

December 10, 1954
Date

Morris S. Radloff
Archivist

DEC 14 1954
Date

J. Meluskey
Secretary